

Agenda

Earned Value Management System Surveillance Review

Fermi Research Alliance, LLC (FRA)

Fermi National Accelerator Laboratory (FNAL) – Bldg. Wilson Hall/Room Day 1 Racetrack (7th Floor crossover); Day 2 Hornet's Nest (8th Floor crossover)
December 10 – 11, 2014

PURPOSE:

This will be a formal review of the Fermi Research Alliance, LLC (FRA) Earned Value Management System (EVMS) implemented at Fermi National Accelerator Laboratory (FNAL). Discussions will occur and interviews will be performed to determine how the current EVMS works and its implementation across all of FNAL (including such information as accounting, procurement, software tools and interfaces, scheduling, cost estimating, reporting, Control Account Managers (CAMs), work authorization, etc). The outcome of this meeting will be a formal assessment of the FRA EVMS by an independent review team, including corrective actions and continuous improvements.

AGENDA:

Wednesday – December 10 th				
Time	Subject	Session	Leader/Speaker	Location
8:00 - 8:30	Review Team In-room Setup and Discussions	Closed	Review Team	Wilson Hall, Racetrack, 7 th floor crossover (between elevators)
8:30 - 9:00	Welcome / Safety Review / Review Team In-Briefing	Closed	Review Team, Marc Kaducak	
9:00 - 11:00	Fermilab Projects Overview (10 min)	Open	Mike Lindgren	
	Office of Project Support Services Overview (25 min)	Open	Marc Kaducak	
	EVM System Description and Procedures Overview (25 min)	Open	Richard Marcum	
	US-CMS Upgrade Project Overview (30 min)	Open	Steve Nahn	
	Mu2e Project Overview (30 min)	Open	Ron Ray	
11:00 - 12:00	Review Team Orientation / Documentation Review & Traces / Team Discussions (Lunch Vouchers will be provided to Reviewers)	Closed	Review Team	
12:00 - 1:30	CMS CAM Interview #1 – Jim Hirschauer	Closed	Review Team	
1:30 - 3:00	CMS CAM Interview #2 – Harry Cheung	Closed	Review Team	
3:00 - 4:30	Mu2e CAM Interview #3 – Mauricio Lopes	Closed	Review Team	
4:30 - 5:30	Review Team Meeting	Closed	Review Team	
5:30 – 5:45	Informal Daily Out-Brief	Open	Review Team, FRA	

Thursday – December 11th				
Time	Subject	Session	Leader	Location
8:00 - 9:00	Review Team Preparation	Closed	Review Team	Hornet's Nest
9:30 - 12:00	Acctg Interviews – Mike Rhoades [Others As Needed]	Closed	Interview Team – Acctg	Black Hole, Wilson Hall 2 nd floor Northwest corner
9:00 - 10:30	Mu2e CAM Interview #4 – Tom Page	Closed	Review Team	Hornet's Nest
10:30 - 12:00	Mu2e CAM Interview #5 – Rick Coleman	Closed	Review Team	Hornet's Nest
12:00 - 2:00	Review Team Work Session / Team Discussions / Data Traces (Lunch Vouchers will be provided to Reviewers)	Closed	Review Team	Hornet's Nest
2:00 - 3:00	Management Interview [If Needed] – Marc Kaducak and/or Mike Lindgren, others as requested	Closed	Interview Team (Select Members)	Black Hole
3:00 - 5:00	Resolve Any Remaining Issues & Interview Needs / Review Team Consensus / Writing of any CARs, CIOs	Closed	Review Team	Hornet's Nest
5:00 - 5:30	Formal Out-Brief and Review of Next Steps	Open	Review Team, FRA	

Review Team

Bob Wunderlich (DOE retired) – Organization

Jenn O'Connor (BNL) – Planning, Scheduling, and Budgeting

Katie Martin (ANL) – Planning, Scheduling, and Budgeting

Betsy O'Connor (FNAL) – Accounting Considerations

Rick Larson (LBL) – Analysis and Management Reports

Sherese Humphrey (ANL) – Analysis and Management Reports

Bob O'Sullivan (FNAL) – Revisions and Data Maintenance

Kelly Krug (JLAB) – Revisions and Data Maintenance

Kurt Fisher (DOE) – Observer

Pete Bako (DOE) - Observer

Chris Polly (FNAL) – Observer